Associate, Population Health (Buckhead)

3445 Peachtree Road NE, Atlanta, GA 30326

Our primary, multispecialty, and urgent care providers serve millions of patients in traditional practices, patients' homes and virtually through VillageMD and our operating companies Village Medical, Village Medical at Home, Summit Health, CityMD, and Starling Physicians.

Responsibilities

- Collaborate with VBC operations team members to develop strategic operational solutions for improving quality, while reducing the cost of care delivered.
- Assist Manager of Value Based Care Operations in coordinating gap closure campaigns, and other market driven initiatives.
- Support outreach efforts for annual wellness visits.
- Build working relationships with Front Office Staff, Clinical Leads and Medical Assistants.
- Support successful practice performance under value-based contracts
- Create performance reporting based on available data and system dashboards to help drive strategy.
- Other duties as assigned by Manager.

Qualifications:

- Bachelor’s degree in healthcare or a relevant field required
- Experience in the healthcare industry
- Experience with Population Management and Value-Based Care operations, including Medicare, Medicaid and Commercial lines of business
- Relationship management skills.
- Experience working with electronic medical records
- Working knowledge of primary care clinic daily operational workflows
- Proficiency with Microsoft Excel, PowerPoint, and Word required

Pay: $51,100 - $68,000 a year - Full-time

View the complete Job posting and Apply

Office Associate - Bilingual (Spanish) (Dunwoody)

1 Dunwoody Park, Dunwoody, GA 30338

Since 2002, Global Trans Services has specialized in providing reliable, personalized NEM transportation and language services throughout the claims process. At Global Trans Services, we believe that every client and every case deserves personal attention.

Responsibilities

We are seeking a dynamic and bilingual (Spanish-English) Office Associate to join our team! In this vital role as a Logistic Coordinator, you will serve as the communication point with independent contractors.

- Communication skills to deliver clear instructions and relay information in a fast-paced environment via email, text and/or phone.
- Clerical and organizational skills to keep track of schedules, routes and personnel
- Decision-making and critical thinking skills to prioritize calls appropriately
- Computer skills to use database, email, resource planning or GPS
- Excellent customer service skills to negotiate and communicate with contractors
- Resolve scheduling conflicts as they occur
- Ability to remain stationary throughout a shift

Qualifications:

- Bilingual fluency in Spanish and English is essential for effective communication with diverse contractors and customers.
- Strong computer literacy with proficiency in Microsoft Office Suite (Word, Excel, Outlook)
- Excellent organizational skills with attention to detail in data entry and document management

Pay: $20-22 per hour – Full-time

View the complete Job posting and Apply

Administrative Assistant - Land Rover (Alpharetta)

LAND ROVER NORTH ATLANTA

1505 Mansell Road, Alpharetta, GA 30009

Land Rover North Atlanta is seeking a detail-oriented and customer-focused Dealership Administrative Assistant to support Group 1 CJDR Rockwall. This role plays a key part in ensuring a smooth and efficient customer experience by assisting with paperwork completion, coordinating vehicle delivery and deal processing, and supporting daily office operations.

Responsibilities

- Assist customers with completing and signing required documents for vehicle purchases
- Coordinate and help manage the flow of deal paperwork to ensure timely processing
- Schedule and organize appointments for customers finalizing their purchases
- Verify documents for accuracy and completeness
- Communicate with sales, finance, and management teams to ensure deals are properly processed

Qualifications:

- Previous administrative, customer service, or dealership experience preferred
- CDK experience is a plus
- Strong attention to detail and organizational skills
- Proficient computer skills, including Microsoft Office applications

Pay: $20 an hour - Full-time

View the complete Job posting and Apply

Property Accounting Associate (Sandy Springs)

800 Mount Vernon Highway NE, Sandy Springs, GA 30328

Skyline Seven is a commercial real estate management company responsible for the financial and operational management of a diverse portfolio of properties. Our portfolio ranges from single-tenant retail properties to grocery-anchored shopping centers.

Responsibilities

- Prepare and review monthly and quarterly financial statements and reporting packages in accordance with client requirements and reporting deadlines.
- Monitor and forecast property cash flows to support financial planning and owner distributions.
- Analyze financial results and work collaboratively with Property Managers to explain variances between actual, budgeted, and historical performance.
- Perform monthly bank reconciliations for property operating accounts.
- Coordinate and initiate monthly debt service payments, owner distributions, and other property-related disbursements.
- Perform general ledger analysis and balance sheet account reconciliations to ensure financial accuracy.

Qualifications:

- Bachelor's degree in accounting preferred.
- Recent college graduates are encouraged to apply.
- One to two years of accounting experience preferred; commercial real estate experience is a plus, but not required.
- Strong understanding of accounting principles and financial reporting.
- Proficiency in Microsoft Excel and Word.
- Experience with Yardi accounting software is a plus.

Pay: $50,000 - $65,000 a year - Full-time

View the complete Job posting and Apply

Front Desk Supervisor (Midtown)

FirstService RESIDENTIAL

Atlanta, GA 30309

When it comes to Atlanta property management, FirstService Residential is the trusted choice for HOA and condo associations looking for unmatched expertise and dedicated service.

Responsibilities

Oversees all Front Desk staff. Has the competency and intrapersonal skills to work independently, and without direct supervision.

- Oversees and schedules all Front Desk staff for building.
- Maintains schedules and timesheets/cards for payroll purposes.
- Keeps track of activity logs, incident reports for the Manager's review.
- Works closely with the Front Desk Coordinator and assists the Front Desk Coordinator to fill shifts when needed.
- Provides training for all new hires assigned to property.
- Forwards vacation and day off requests to Front Desk Coordinator for approval.
- Assists in investigations, tape/log reviews for any unusual incidents.
- Helps Property Manager with any special requests, i.e., administrative work, mailings, etc.

Qualifications:

- High school diploma or equivalency preferred. College level courses in business or hospitality preferred.
- Two (2) to three (3) years of business experience preferred.
- Command of information system hardware/software is preferred.
- Effective written and verbal communication skills.
- Multiple language fluency is desirable.
- Strong customer service, communication and interpersonal skills required.

Pay: $22 - $24 an hour - Full-time

Schedule: Sunday & Monday: OFF | Tuesday - Saturday: 3-11PM

View the complete Job posting and Apply

Assistant Property Manager (Peachtree Corners)



3383 Holcomb Bridge Road, Peachtree Corners, GA 30092

Atrium Management Company is a fully integrated real estate platform. Based in Orlando, FL, we manage 11,000+ doors across the southeastern US.

Responsibilities:

- Have complete knowledge of the apartment community and competition in the area
- Maintain daily traffic logs, phone logs, and follow-up
- Greet customers and tour apartment community while listening to and focusing on customer's preferences
- Demonstrate amenities, apartment homes, pricing, and close leases
- Process incoming lease applications, run credit verifications, track all prospective tenants, and follow up on all leads
- Maintain an acceptable closing ratio as directed by Property Manager
- Prepare lease documentation and conduct lease signings

Qualifications:

- High school diploma or equivalent (College education, CAM or ARM certification)
- Minimum 6 months experience in leasing, or as an Assistant Property Manager (preferred)
- Reliable transportation and valid Driver License
- Hard Skills: Experience with property mgmt software (ex Appfolio, Yardi, Knock, etc). Strong computer skills: Microsoft Office, Email, Gmail/Google Workspace, and social media as it pertains to marketing of community. A Real Estate License is nice to have, and bi-lingual (conversational English and Spanish) is a big plus!

Pay: $45,000 - $60,000 – Full-time

View the complete Job posting and Apply

Leasing Professional - The Bricks at Perimeter Center (Dunwoody)

GREYSTAR

302 Perimeter Center N, Dunwoody, GA 30346

Greystar is a leading, fully integrated global real estate platform offering expertise in property management, investment management, development, and construction services in institutional-quality rental housing. The Bricks Perimeter Center Apartments is a mid-rise apartment community.

Responsibilities

This position is responsible for coordinating the community's marketing, leasing, and renewal strategies to achieve occupancy, revenue, and resident retention goals.

- Performs all sales and leasing activities to achieve the community's revenue and occupancy goals by greeting and qualifying prospects, conducting community tours and showing apartments, processing applications, credit screening, and criminal background checks, preparing the lease and move-in package, and ensuring a smooth resident move-in and lease signing.
- Inspects apartments prior to resident move-in and ensures apartments are in move-in ready condition and schedules any outstanding item to be addressed with the maintenance team.

Qualifications:

- Incumbents must have valid driver's license to operate a golf cart on property.
- Physical Demands: Incumbents need to be able to stand, walk, and/or sit for extended periods of time and bend, stoop, climb ladders, reach, carry objects, and crawl in confined areas.

Pay: $19 - $21.00 per hour - Full-time

View the complete Job posting and Apply

Junior Account Manager (Sandy Springs)

5565 Glenridge Con Ste 2000 (20th Floor), Atlanta, GA 30342

AAHOA, a leading trade association for America's hotel owners, is looking for a motivated, relationship-driven Jr. Account Manager. This role is perfect for a self-starter who thrives in a collaborative and ambitious setting. Joining our team means being a part of a small but impactful group dedicated to achieving significant goals.

Responsibilities

- Industry & Allied Partner Management: Manage relationships with AAHOA's Industry Partners and Allied Partners as their day-to-day contact, handling renewals and making sure they receive the benefits in their agreements.
- Sponsorship Sales: Grow sponsorship revenue by upselling current sponsors and bringing on new sponsors for AAHOA's events and programs.
- AAHOACON Booth Sales: Sell AAHOACON booths by prospecting new exhibitors, following up with past exhibitors, and walking them through booth selection and contracting.
- New Revenue Opportunities: Find new ways to make revenue, including new prospects, partner categories, and sponsorship ideas, and bring them to the team.

Qualifications:

- Bachelor's degree in business, Marketing, Hospitality Management, or a related field.
- 1-3 years of experience in sales, business development, or account management, preferably within the hospitality, travel, or event industries.
- Track record of meeting or exceeding sales goals.
- Ability to travel nationally as required to attend events and meet with clients.
- Proficiency in CRM software and Google Workspace.

Pay: $50,000.00 - $55,000.00 – Full-time

View the complete Job posting and Apply

Hotel Sales Manager (Peachtree Corners)



440 Technology Parkway, Peachtree Corners, GA 30092

At Hampton Inn PTC, we pride ourselves on delivering exceptional guest experiences and creating memorable stays. As a premier property in the Peachtree Corners/Norcross area, we blend luxury and comfort with top-tier service. We're currently seeking a motivated and results-driven Hotel Sales Manager to join our team and lead our efforts in driving revenue through strategic sales initiatives.

Responsibilities

The Hotel Sales Manager is responsible for developing and executing sales strategies to attract new clients, retain existing business, and meet revenue targets.

- Develop and implement strategic sales plans to achieve hotel revenue goals.
- Identify and target new business opportunities in corporate, group, and leisure segments.
- Manage key accounts and foster long-term client relationships.
- Conduct site visits, negotiate contracts, and close sales.
- Collaborate with the marketing team to create promotions and advertising campaigns.
- Track sales performance and generate regular reports for hotel leadership.

Qualifications:

- Previous experience in Hospitality, Business, or related field preferred.
- 1+ years of experience in hotel sales or a similar role.
- Strong communication, negotiation, and organizational skills.
- Proven track record of meeting or exceeding sales targets.
- Proficiency in CRM software and Microsoft Office Suite.
- Ability to work flexible hours, including occasional evenings and weekends.

Pay: $40,000 - $50,000 per year– Full-time

View the complete Job posting and Apply

Associate Staff Accountant (Buckhead)

ALDRIDGE | PITE LLP

6 Piedmont Ctr NE, Atlanta, GA 30305

Aldridge Pite is a full-service provider of legal services to depository and non-depository financial institutions including banks, credit unions, mortgage servicing concerns, institutional investors, private firms, and other commercial clients.

Responsibilities

- Post transactions and categorize records in the general ledger
- Conduct month-end and year-end closures
- Prepare monthly journal entries
- Prepare accurate monthly reconciliation of balance sheet accounts
- Assist with Annual and periodic audits
- Assist the Controller with month-end close responsibilities
- Report to the Controller and work to improve financial processes
- Perform Full Cycle Accounting for subsidiary companies
- Prepare and file tax documents
- Analyze department processes and procedures and recommend improvements as needed
- Perform other duties as needed to assist the Finance Department

Qualifications:

- Bachelor's degree in accounting
- At least two years' experience in accounting or a related field
- Highly organized, professional and detail oriented
- Strong mathematical and analytical skills
- Proficient with Excel and a general understanding of how accounting systems operate

Pay: $23.47 - $37.50 an hour - Full-time

View the complete Job posting and Apply

Registered Dental Assistant (Alpharetta)

11775 Northfall Ln Ste 107, Alpharetta, GA 30009

Ivy league dentistry offers everything from preventive care and cosmetic enhancements to restorative and surgical procedures.

Responsibilities

- Provide chairside assisting for general dentistry, pediatric dentistry, prosthodontics, endodontics, and oral surgery procedures, including four-handed dentistry.
- Prepare and maintain dental equipment; process instruments using dental sterilization procedures, aseptic technique, and infection control practices.
- Take dental X-rays and support medical imaging, vital-sign collection, and use of a 3D scanner as appropriate to the role.
- Update medical records and medical documentation in electronic medical record (EMR) systems and patient management software, such as Eaglesoft or Dentrix.
- Support patient management and dental receptionist duties, including scheduling, room preparation, and clear explanations of care steps.

Qualifications:

- Dental assisting experience in a dental clinic; familiarity with dental terminology, medical terminology, anatomy, and patient care.
- Knowledge of HIPAA (Health Insurance Portability and Accountability Act), clinical confidentiality policies, and healthcare infection prevention and control.
- Ability to follow infection prevention management practices and dental instrument processing procedures.
- Experience with dental equipment, X-ray, medical records, and EMR systems; Eaglesoft and Dentrix familiarity is helpful.

Pay: $25.00 - $30.00 per hour– Full time

View the complete Job posting and Apply

Orthodontic Treatment Coordinator (Alpharetta)



12455 Broadwell Road, Alpharetta, GA 30004

STABLE Orthodontics is growing! We are actively searching for an individual to serve as a liaison between the doctor, the patient, and their family by providing support throughout the onboarding process. The ideal candidate is dedicated to the care and happiness of our patients, has a thorough understanding of orthodontic treatment, and is familiar with financial and insurance billing.

Responsibilities

- Gather orthodontic records, complete new patient exams, and build relationships.
- Verify insurance benefits. Manage insurance claims and accounts receivable.
- Review the treatment plan and educate patient on the orthodontic process.
- Be a patient advocate and overcome obstacles to beginning orthodontic treatment.
- Present treatment fees, negotiate payment plans, and create financial contracts.
- Generate reports and follow-up with all potential leads, referrals, and marketing efforts to aid in the acquisition of new patients.
- Maintain confidentiality of patient information.
- Live within 30 miles of office location.

Qualifications:

- Exceptional work ethic, trustworthiness, and attention to detail.
- Friendly/bubbly personality. Fast-learner, team player, and adaptable to change.
- High emotional intelligence, and the ability to connect with people.
- Excellent written and verbal communication skills.
- Ability to manage time effectively, multi-task, and prioritize work.
- Understanding of orthodontic treatment and previous sales experience preferred.

Pay: $25.00 per hour - Full-time; Expected hours: 30.0 – 40.0 per week, Monday-Thursday.

View the complete Job posting and Apply

Dental Assistant- find your forever home (Chamblee)

2635 Century Pkwy NE Ste 130, Atlanta, GA 30345

Wellspring Dental are a family practice- we see babies (we get to see lots of cute babies! also, they cry sometimes), kids (lots of kids) and adults. We do general dentistry, tongue tie releases/surgery, and orthodontics. Experience in 2 out of 3 of these is preferred, pediatric experience is a plus :)

Responsibilities

- We do general dentistry, tongue tie releases/surgery, and orthodontics. Experience in 2 out of 3 of these is preferred, pediatric experience is a plus :)

Qualifications:

- We invite people looking for their forever home to have a quick initial call, then come interview us to see if we're a fit for you. Thanks for considering!

Pay: $20 - $28 an hour - Full-time

View the complete Job posting and Apply

Home Health Patient Services Coordinator (Dunwoody)

CenterWell

900 Ashwood Pkwy, Suite 500, Atlanta, GA 30338

CenterWell, a Humana company, is a leading healthcare services business focused on creating integrated and differentiated experiences that put our patients at the center of everything we do. CenterWell Home Health specializes in personalized, comprehensive home care for patients managing a chronic condition or recovering from injury, illness, surgery or hospitalization.

Responsibilities

The **Patient Services Coordinator** is directly responsible for scheduling visits and communicating with field staff, patients, physicians, etc. to maintain proper care coordination and continuity of care.

- Manages schedules for all patients. Edits schedule for agents calling in sick, ensuring patients are reassigned timely. Updates agent unavailability in worker console.
- Initiates infection control forms as needed, sends the HRD the completed "Employee Infection Report" to upload in the worker console.
- Serves as back up during the lunch hour and other busy times including receiving calls from the field staff and assisting with weekly case conferences. Refers clinical questions to Branch Director as necessary.
- Maintains the client hospitalization log, including entering coordination notes, and sending electronic log to all office, field, and sales staff.

Qualifications:

- Must possess excellent communication skills, the ability to interact well with a diverse group of individuals, strong organizational skills, and the ability to manage and prioritize multiple assignments.
- Must have at least 1 year of home health experience.
- Prior packet review / QI experience preferred.
- Coding certification is preferred.

Pay: $40,000 - $52,300 a year – Full-time

View the complete Job posting and Apply

Program & Accounts Manager (Norcross)

Special Olympics Georgia

6046 Financial Drive, Norcross, GA 30071

Special Olympics of Georgia is Georgia's largest sports organization for people with intellectual disabilities.

Responsibilities

Implements and manages programs, trainings and competitions in order to achieve quality growth as well as, maintain and audit all local accounts by performing the following duties.

- Manages and oversees programs at the area and local levels in Area's 1 and 2 (2 Areas).
- Responsible for assisting in the collection, reviewing, data entry and maintenance of paperwork for all State Games in the following Areas: 1 & 2.
- Attends one GOC meeting annually for Winter Games, Summer and Fall Games.
- Schedule and make 6 annual presentations with a Global Messenger by December 10th.
- Responsible for activating and tracking the Young Athlete and Head Start Programs in assigned areas.
- Assists programs, management teams, outreach, accreditation, competitions, paperwork, training, evaluation and other duties as needed.

Qualifications:

- 4-year College degree in sports related field. Special Olympics experience a plus.
- Windows, MS Word, Excel, Access, PowerPoint, Outlook, Microsoft Publisher
- Ability to read, analyze, interpret general sports periodicals, professional journals, technical procedures, financial reports and contractual documents.
- Ability to write concise reports, business correspondence, and newsletter articles.

Pay: $46,000.00 - $48,500.00 per year- Full-time

View the complete Job posting and Apply

Project Administrator (Doraville)

4000 Dekalb Technology Pkwy Ste 100, Atlanta, GA 30340

For us at Trane Technologies, and through our businesses including Trane® and Thermo King, sustainability is not just how we do business—it is our business. Do you dare to look at the world's challenges and see impactful possibilities? Do you want to contribute to making a better future? If the answer is yes, we invite you to consider joining us in boldly challenging what's possible for a sustainable world.

Responsibilities

Under direct supervision, this position is responsible for routine project documentation, materials, job costing, status monitoring, invoicing, and administrative closeout of each project.

- Responsible for general administrative functions to support the equipment fulfillment process.
- Assists with ordering all bill of material associated with projects.
- Obtains all bill of materials, estimated ship dates and updates appropriate schedules.
- Assists with updating customers on estimated ship dates.
- Process documents for service claims sales allowances, retrofit, and labor warranty.
- Assist with processing all job closeout documentation.

Qualifications:

- High School diploma or GED and up to two (2) years of related experience and/ or training; or equivalent combination of education and experience.
- Must have strong communication skills, proactive approach with willingness to work independently as well as part of a team.
- Ability to multitask and work well on a team
- Proven experience prioritizing tasks in order to meet tight deadlines within a high-paced environment.
- Familiarity with the operation of HVAC Systems preferred, not required.
- Flexibility to work overtime/ weekends, as required.

Pay: $42,000 - $60,515 a year - Full-time

View the complete Job posting and Apply

Dispatcher (Norcross)

6399 Jimmy Carter Boulevard, Norcross, GA 30071

At Chen Plumbing, we've proudly served the Atlanta area since 1998. We've built our reputation through genuine care for both customers and team members. As we continue to grow at a rapid pace, we're looking for a sharp, dependable CSR/Dispatcher to join our team.

Responsibilities

- Answer inbound calls and customer texts professionally and warmly
- Schedule service appointments and gather key job details
- Proactively outbound call and text our customer base to schedule new jobs
- Solve problems calmly and professionally
- Enter accurate notes and job details into our system
- Dispatch technicians and manage the daily schedule board
- Match the right technician to the right job
- Keep customers updated on arrival times, delays, and changes
- Adjust the schedule as the day changes to keep technicians moving efficiently
- Support the team and help keep daily operations running smoothly

Qualifications:

- 2+ years of customer service experience
- Dispatch or home service experience is a plus
- Strong communication skills and professionalism
- Able to stay calm under pressure, multitask, and switch between phone calls and schedule management throughout the day
- Detail-oriented and dependable

Pay: $22-28 an hour - Full-time
Submit your application through Indeed, then call 470-822-9102 to complete the next step in our hiring process.

View the complete Job posting and Apply

Warranty Coordinator (Peachtree Corners)

Artisent Floors Peachtree Corners, GA 30092

Artisent Floors is a leading floor covering contractor serving national and regional homebuilders, commercial and general contractors, and multifamily apartment communities. We deliver high-quality flooring solutions backed by responsive service, strong industry expertise, and long-term customer partnerships.

Responsibilities:

This role will focus on warranty coordination for large national and regional home builders.

- Evaluate all warranty service requests to ensure that they are valid and fall within warranty guidelines
- Schedule warranty and repair service with homeowners and / or builders
- Monitor and track all warranty jobs to ensure completion
- Maintain positive relations with homeowners and builders
- Keep current with warranty guidelines and homeowner warranty manuals

Qualifications:

- General understanding of the construction or home building industry
- Problem-solving abilities
- Ability to multitask in a fast-paced environment
- Self-starter with a positive attitude
- Excellent communication skills
- Proactive customer service approach

Pay: From $45,000-$55,000.00 per year – Full-time

View the complete Job posting and Apply

Entry Level Sales Representative (Dunwoody)



1155 Perimeter Center W, Atlanta, GA 30338

Trinity Results is a premier sales and consulting firm located in Atlanta, Georgia. Our dedicated team of professionals collaborates closely with clients to develop unique sales strategies tailored to their specific business needs.

Trinity Results is hiring driven, outgoing individuals to join our Entry Level Sales Team. As a representative of AT&T, you'll work directly with customers, build real relationships, and learn valuable business skills; all while getting paid and growing your career.

Responsibilities

- Build relationships with new customers through face-to-face interaction
- Professionally promote AT&T's services and offers
- Deliver customized presentations based on customer needs
- Log customer interactions using Salesforce CRM
- Achieve weekly sales goals and contribute to team success

Qualifications:

- Motivated, positive, and excited to learn
- Organized and dependable
- Comfortable communicating in person
- Goal-oriented and proactive
- Looking for long-term growth and advancement

Pay: $850 - $1000 per week - Full-time

View the complete Job posting and Apply

Service Coordinator (Norcross)



1780 Corporate Dr Ste 425, Norcross, GA 30093

VSC Fire & Security delivers integrated, cutting-edge fire protection, life safety and security solutions, including fire suppression and detection systems, fire sprinklers, alarms and security systems.

Responsibilities

- Responsible for direct coordination and management of the daily schedules for field team in the sprinkler, integrated systems, service, and inspections department.
- Coordinate schedules, billing, purchase orders, and updates to communicate with sites and customers to meet deadlines.
- Maintain proper Risk Management and Safety procedures on all job sites per VSC policies.

Qualifications:

- One to three years of related experience with training, scheduling, and customer service.
- Self-starter who is organized and thrives on providing organization and order.
- Ability to work independently and collaboratively in a fast-paced environment.
- Experience with bookkeeping procedures, including billing, accounts receivable and collections.
- Attention to detail and accuracy in completing tasks.
- Professional and friendly demeanor.
- Reliable transportation, valid State Driver's License with acceptable driving record for use of company vehicle.
- Desirable (but not required): Experience in the construction industry.

Pay: $20.00 - $30.00 an hour - Full-time

View the complete Job posting and Apply

Payroll Specialist (Alpharetta)

2555 Westside Parkway, Alpharetta, GA 30004

As the nation's premier school photography company, we engage with students, schools, and our team members to make them feel accepted and empowered. CADY's mission is to go beyond a portrait and to provide a premier experience for the extraordinary- because each of our guests, school partners, and team members are utterly extraordinary.

Responsibilities

- Processes payroll transactions accurately and on time, including salaries, hourly wages, bonuses, commissions, benefits, garnishments, taxes, and other deductions.
- Process end-to-end payroll transactions accurately and on schedule, including salaries, hourly wages, bonuses, commissions, garnishments, taxes, benefits, and other deductions
- Enters and maintains payroll data, including new hires, terminations, pay rate changes, and other employee updates.
- Reviews and reconciles timekeeping data, ensuring accuracy of hours, approvals, and adjustments prior to payroll processing.
- Ensures compliance with federal, state, and local payroll, wage, and hour laws and company policies.

Qualifications:

- High school diploma or GED equivalent required; associate or bachelor's degree in accounting, Business Administration, Human Resources, or related field preferred.
- Experience processing payroll in a high-volume, hourly workforce environment.
- Strong knowledge of payroll procedures, wage and hour laws, and basic compliance requirements.
- Strong Excel skills, including VLOOKUP, pivot tables, and basic formulas/functions.

Pay: $50,000 - $65,000 a year - Full-time

View the complete Job posting and Apply

Company Photographer (Chamblee)

3660 North Peachtree Road, Chamblee, GA 30341

Art of Life Photography | Chamblee, GA | Full-time, in studio and on location

Responsibilities

Goal: Create consistent, beautiful images and give every client a great experience, building the studio's sales and reputation along the way.

- Photograph seniors, underclass and faculty portraits, school events, sports, and sportraits
- Follow each shoot's photography plan while bringing energy and warmth to every session
- Learn and set up our lighting, backdrops, and equipment for each type of shoot
- Organize and upload images accurately for post-production
- Help with culling and toning as needed
- Deliver signage, marketing, and service items to partner schools

Qualifications:

- Professional photography experience with strong technical skills in lighting and posing
- Comfort working with students, parents, and school staff
- Organization and attention to detail, especially with files and naming
- Familiarity with Lightroom and Photoshop (a plus)
- Valid US driver's license, clean driving record, and a reliable, insured vehicle

Pay: $45,000 - $50,000 per year– Full-time; 32 to 40+ hours per week

View the complete Job posting and Apply

Studio Admin and Customer Care Specialist: Another job posted by the agency
Pay: $ $20 - $25 an hour – Full-time

View the complete Job posting and Apply

Food service and Hospitality hiring (1)

Chef de Cuisine (Dunwoody)
$50,000 to $75,000 a year - Full-time
Sterling Culinary Management | 47 Perimeter Center East, Atlanta, GA 30346
Apply Here

Experienced Sushi Chef- MUST HAVE 3+ YEARS EXP. (Chamblee)
From $23.00 per hour - Part-time, Full-time
Fudo | 5070 Peachtree Blvd A-100, Chamblee, GA 30341
Apply Here

Experienced Line Cook/Lead Cook (Alpharetta)
$22 - $26 an hour - Full-time
Brimstone Restaurant and Tavern | 10595 Old Alabama Road Connector, Alpharetta 30022
Apply Here

Cellar & Production Technician (Sandy Springs)
$19 - $25 an hour - Part-time, Full-time
PONTOON BREWING | 8601 Dunwoody Place, Sandy Springs, GA 30350
Apply Here

Line Cook (Roswell)
$19.00 - $22.00 per hour - Part-time, Full-time
Lola's Burger and Tequila Bar | 1170 Canton Street, Roswell, GA 30075
Apply Here

Shift Leader - Bakery & Deli Associate (Buckhead)
$19 - $22 an hour – Full-time
Henri's Bakery & Deli | 56 East Andrews Drive NW, Atlanta, GA 30305
Apply Here

Shift Lead Supervisor (Buckhead)
From $19 an hour - Full-time
Spread Bagelry Inc | 47 Irby Avenue NW, Atlanta, GA 30305
Apply Here

Food service and Hospitality hiring (2)

Experienced Server (Alpharetta)
$18.03 - $21.71 an hour - Part-time, Full-time
Suite 200 Club Level Sports Grille | 3000 Heritage Walk, Alpharetta, GA 30004
Apply Here

Barista Shift Leader (Johns Creek)
$18 - $25 an hour - Full-time
BrewMori | 3005 Old Alabama Road, Johns Creek, GA 30022
Apply Here

Grill Cook (Alpharetta)
$18.00 - $20.00 per hour - Full-time
Sodexo | 5800 Windward Pkwy, Alpharetta, GA 30005
Apply Here

Guest Service Representative-FT (Hotel Granada) (Midtown)
$18 an hour - Full-time
Schulte Hospitality Group| 1302 West Peachtree Street NW, Atlanta, GA 30309
Apply Here

Hotel Front Desk Clerk(Waterwalk Atlanta Perimeter) MUST KNOW OPERA CLOUD (Sandy Springs)
$17 - $18 an hour - Full-time
WaterWalk Extended Stay Atlanta | 6096 Barfield Road, Sandy Springs, GA 30328
Apply Here

Line Cook/Prep Cook (Buckhead)
From $17 an hour - Part-time, Full-time
Monarchy Hospitality & Entertainment Group1 | 3201 Cains Hill Place NW, Atlanta 30305
Apply Here

Front Office Supervisor (Atlanta 30345)
From $17 an hour - Full-time
Holiday Inn Atlanta Northlake | 2158 Ranchwood Dr NE, Atlanta, GA 30345
Apply Here

Senior care, Child care, Animal care, Healthcare hiring (1)

Childcare Center Director | **Lead Ga Pre K Teacher**
$45,000 to $50,000/Yr - Full-time | **$35,000 to $50,000/Yr - Full-time**
Apply Here | Apply Here
Chroma Early Learning Academy – Roswell | Chroma Early Learning Academy – Atlanta

Office Assistant Operations Support | **Treatment Program Cook**
$20 - $22 an hour - Full-time | **$18 - $19 an hour - Full-time**
Apply Here | Apply Here
NANA Healthcare Management, LLC | 4594 Barclay Drive, Dunwoody, GA 30338

Compounding Pharmacy Technician I (Peachtree Corners)
$19.16 - $31.92 an hour - Full-time
Option Care Health | 5854 Peachtree Corners East, Peachtree Corners, GA 30092
Apply Here

Emergency Medical Technician (Ambulance) (Norcross)
$19.00 - $22.00 an hour - Part-time, Full-time
Star Care EMS | 6500 Mcdonough Drive, Norcross, GA 30093
Apply Here

Certified Dental Assistant (Brookhaven)
$18 - $30 an hour - Full-time
SNODENTAL | 4260 Peachtree Rd NE #200, Brookhaven, GA 30319
Apply Here

Animal Behavior Caseworker (Chamblee)
$18 an hour - Full-time
Lifeline Animal Project Inc | 3280 Chamblee Dunwoody Road, Chamblee, GA 30341
Apply Here

Senior care, Child care, Animal care, Healthcare hiring (2)

Experienced Cook (Buckhead)
Up to $18.00 an hour - Full-time
Legacy Ridge at Buckhead | 4804 Roswell Road, Sandy Springs, GA 30342
Apply Here

Shift Lead (Roswell)
$17.50 - $22.50 an hour - Full-time
Walgreens | 695 W CROSSVILLE RD,ROSWELL,GA,30075
Apply Here

Experienced Lead Preschool/Pre-K Teacher (Peachtree Corners)
$17.00 - $22.00 per hour – Full-time
The Oakling School | 5210 Spalding Dr, Norcross, GA 30092
Apply Here

Medical Administrative Assistant (Sandy Springs)
$17.00 - $20.00 per hour - Full-time
Orthotic & Prosthetic Clinics of America | 1100 Johnson Ferry Rd NE, Atlanta, GA 30342
Apply Here

Kennel Tech/Adoption Support (Johns Creek)
$17 an hour - Full-time
Furkids Animal Rescues and Shelter | 9850 Nesbit Ferry Road, Johns Creek, GA 30022
Apply Here

Private Caregiver (Roswell)
From $16.50 an hour - Part-time, Full-time
DISCOVERY HOMECARE | 130 Carriage Station Cir, Roswell, GA 30075
Apply Here

Patient Access Coordinator (Sandy Springs)
$16 - $18 an hour - Full-time
PT Solutions Physical Therapy | 227 Sandy Springs Place NE, Sandy Springs, GA 30328
Apply Here

Others hiring (1)

High-end Retail Security Officer (Alpharetta)
$20 an hour - Part-time, Full-time
St. Moritz Security Services | Alpharetta, GA 30009
Apply Here

Locate Technician- Fulton County, Georgia (Brookhaven)
From $20 an hour - Full-time
Stake Center Locating | Atlanta, GA 30319
Apply Here

Business Office Associate - Full Time | **Inventory Associate**
Apply Here | **Apply Here**
CarMax – Norcross, GA 30071 | CarMax – Roswell, GA 30076
$19.88 - $22.37 an hour - Full-time

Automotive Technician | **Sales and Service Technician**
$19.00 - $29.69 an hour - Full-time | **$16.52 - $25.82 an hour - Full-time**
Apply Here | **Apply Here**
Bridgestone Americas | 5885 Buford Hwy NE, Doraville, GA 30340

Experienced warehouse professional in Stone Import/Wholesale Industry (Norcross)
$18 - $22 an hour - Full-time
Altura Stone And Tile | 6375 Best Friend Rd, Norcross, GA 30071
Apply Here

Front Desk Receptionist (Roswell)
$18 - $21 an hour - Full-time
Nore Health | 1357 Hembree Road, Roswell, GA 30076
Apply Here

Others hiring (2)

Exam Proctor / Test Day Supervisor (Full/Part time) (Sandy Springs)
$18 - $21 an hour - Part-time, Full-time
BITTS Testing Services in the US | 1117 Perimeter Center West, Atlanta, GA 30338
Apply Here

Groundskeeper/Porter - Broadstone Junction (Norcross)
$18 - $20 an hour - Full-time
Greystar Real Estate Partners LLC | 500 Thrasher St NW, Norcross, GA 30071
Apply Here

Experienced Automotive Biller (Peachtree Corners)
From $36,000 a year - Full-time
ALM Automotive Group | 6625 The Corners Pkwy NW, Norcross, GA 30092
Apply Here

Security Officer Mobile Patrol Driver (Brookhaven)
$17 an hour - Full-time
Allied Universal | Atlanta, GA 30319
Apply Here

Front Desk Sales Consultant (Brookhaven)
$17 an hour - Full-time
Massage Heights - Atlanta | 305 Brookhaven Avenue, Atlanta, GA 30319
Apply Here

Office Assistant (Norcross)
$16 - $18 an hour - Full-time
Automotive Refinishing Manufacturer | Norcross, GA 30093
Apply Here

Housekeeper (Roswell)
$16 an hour - Full-time
Sanford Estates | 500 Walton Way, Roswell, GA 30076
Apply Here